



Tuition & Other Fees Policy

Policy Area: Finance

Policy Lead: Executive Director Finance

Approval By: Board

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1. Introduction

- 1.1. East Sussex College is committed to ensuring that its approach to tuition and fees is fair, equitable and clear. East Sussex College's approach to setting and collecting tuition fees and associated charges (such as exam fees, and educational visits) is reviewed on an annual basis. This policy has a major impact on the educational character of the college and is therefore approved by the Governing Board.
- 1.2. The approach of the college to recovering fees is largely dictated by its principal funding bodies, the Department for Education (DfE) and the Office for Student (OfS).
- 1.3. East Sussex College is classified as an exempt charity under the [Further and Higher Education Act 1992](#). However, the college is required to recover fees for many of the programmes that it runs.
- 1.4. Fees for academic year 2026-27 are set out in Appendix 1.
- 1.5. This policy is reviewed on an annual basis.

2. Objectives

This policy seeks to ensure that:

- 2.1. The college has a fees policy that is fair, equitable and clear.
- 2.2. Tuition fees and associated charges are calculated and applied consistently across the entire curriculum offer of the college.
- 2.3. Any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or assisting students to access appropriate financial support.
- 2.4. The college can respond flexibly to market forces and government policy, including fee guidance issued by funding bodies, the DfE, and the OfS.
- 2.5. The college generates a proportion of overall income from non-publicly funded sources and tuition and other fees contributes to this.
- 2.6. The college develops appropriate and effective targets relating to fee income generation, and reviews performance against these regularly, and in relation to sector benchmarks.

3. General principles

- 3.1. The college complies with the Public Sector Equality Duty and seeks to ensure that arrangements for fees and charges are consistent with this.
- 3.2. Students or their sponsors, unless they qualify for exemptions/waivers, are to be charged:
 - A tuition fee
 - External fees (awarding body, examination, registration)
- 3.3. Classroom-based students are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g. an employer) intends to pay on their behalf.
- 3.4. Where learning is predominantly delivered in the workplace (including all apprenticeships) employers are ultimately responsible for ensuring fees are paid in accordance with apprenticeship funding rule requirements.
- 3.5. All fees are due at enrolment and continuing attendance on a course or programme of study is dependent on the payment of all fees due. Appendix 1 sets out the fees payable for subsidised courses. Instalment arrangements are available provided that certain criteria are met.
- 3.6. In order for a student to be eligible for government funding for their learning programme, the student must meet the requirements in the funding rules; this is generally that they

have a legal right to be resident and study in the UK at the start of their programme. Please refer to the full funding rules for full definitions. There should also be a reasonable likelihood that the student will be able to complete their programme of study.

- 3.7. No tuition fees are payable by 16–18-year-old further education students, including those on part time programmes, or by adult students who meet the specified criteria in Appendix 1.
- 3.8. Students seeking a reduction or waiver of fees under these policies may need to produce documentary evidence, when enrolling, of their entitlement to receive benefit, or proof of their membership of the relevant group.
- 3.9. A student's status at enrolment (e.g. employed, in receipt of eligible benefits) applies throughout the year on that learning aim.
- 3.10. Where a student has previously taken an examination with East Sussex College, resit examination fees will apply (excluding maths and/or English). These examination fees are set by the individual awarding bodies and are payable in advance of the resit.
- 3.11. Other charges imposed by awarding organisations (e.g. re-marking, requests for scripts) will be passed on to students.

4. Further education course fees: 16-18 students

- 4.1. Although the college is prohibited from charging 16-18-year-old students tuition fees in respect of DfE funded further education courses, the following costs will be passed on to these students:
 - The cost of any non-mandatory trips or visits associated with the programme of study
 - The cost of any examination resits, where appropriate

5. Further education course fees: other students

- 5.1. Tuition fees are payable annually. For example, a fee will be payable for each year of a two-year course.
- 5.2. Where the college splits a 2-year course into two 1-year courses and year 2 is funded from a student loan, the loan becomes payable. Other students will continue to benefit from any entitlements applied in the first year for reduced fees. This benefit does not continue beyond year 2.
- 5.3. Continuing students who are over 18 and began a learning aim before the age of 19 will normally have their fees waived. Any start on a new learning aim that is not part of a programme is subject to fees.
- 5.4. The college reserves the right to charge an agreed hourly rate on specific programmes for those students under 16.
- 5.5. The Assumed Fee Element (AFE) is 50%. This includes all Adult Skills Fund (ASF) courses to ensure consistency across the college. The college reserves the right to vary the fee depending on market forces whilst still ensuring sufficient viability.
- 5.6. Students on ASF courses may qualify for a fee waiver; these are applied in line with the current funding rules. Students' applications are considered on an individual basis by the college's student finance support team.
- 5.7. The requirement to pay the cost of awarding body registration and examination fees is set out in Appendix 1.

6. Tailored learning course fees

- 6.1. Tailored learning courses are non-accredited courses where the primary purpose is to support students into employment or to progress to further learning. In line with the overall purpose of the ASF, the college will seek to charge fees to those (including employers and companies if applicable) who can afford to pay and where possible extend provision to those who cannot.
- 6.2. Waivers will be available for those on low incomes and those who are unemployed and in receipt of an eligible state benefit.
- 6.3. By exception the college will consider waiving fees for 'home' students aged 19-25 without an EHCP attending inclusive learning provision and who do not qualify for an eligible state benefit. This must be agreed by the Executive Director Finance.

7. Leisure course fees

- 7.1. Leisure courses are non-accredited courses where the primary purpose is to undertake learning for purely leisure purposes.
- 7.2. These courses are full cost with the exceptions that persons over 60 and persons in receipt of benefits will qualify for a 10% reduction in tuition fee costs. Materials and other costs remain chargeable.

8. Apprenticeship fees

- 8.1. In May 2017 the funding model for apprenticeships changed with funding split into two processes:
 - Levy paying employers (those with an annual wage bill over £3m)
 - Non-levy employers (SMEs with an annual wage bill less than £3m)
- 8.2. The college will typically agree the fees with employers in line with the appropriate funding band for each apprenticeship standard, although, in exceptional cases this will be varied for market forces.
- 8.3. For levy paying employers the funding for apprenticeships is expected to be fully funded from the employer's levy pot, accessed via the Apprenticeship Service, up to the maximum value allocated to each levy employer. Were the employer's levy pot to be already fully allocated then the employer must co-invest 5% of the outstanding balance for that month. The government will then contribute the remaining 95% up to the funding band maximum, as negotiated between the college and employer.
- 8.4. Non-levy employers must pay 5% of the agreed fee negotiated between the college and employer for the apprenticeship delivery of apprentices aged over 16-18 or 19+ where the employer has over 50 employees, up to the maximum of the funding band for each framework/standard. The government will then contribute the remaining 95% up to the funding band maximum.
- 8.5. If the apprenticeship fee negotiated is in excess of the funding band the employer is liable for the difference between this and the maximum funding band. This applies to both levy paying and non-levy employers
- 8.6. End point assessment (EPA) resits are charged to the employer.
- 8.7. A student cannot pay their own fees unless they are self-employed and are, therefore, both student and employer.

9. Bespoke employer courses

- 9.1. Payment for such courses is due upon receipt of invoice.
- 9.2. Cancellations notice of less than 10 working days will incur full fees.

10. Higher education (HE) course fees

- 10.1. The fees for each year an HE student is enrolled with the college is agreed as part of a separate Access and Participation Agreement that is submitted annually to the OfS. Further information is available on the college's website: <https://adult.escg.ac.uk/degree-level/fees/>
- 10.2. The full and part time course fees for first year students in 26/27 are included in Appendix 1.
- 10.3. The college offers HE students the facility to pay by instalments, although the vast majority of students elect to apply for a student loan to cover their fees.
- 10.4. For courses starting after Jan 2027, students will be able to apply for the Lifelong Learning Entitlement Loan (from Sep 2026) to cover course fees.

11. Advanced Learner Loans

- 11.1. Advanced Learner Loans are available for students:
 - Aged 19 and over and UK resident
 - Studying at a DfE approved provider in England
 - Studying at Level 3 to 6¹:
 - Up to 4 A-levels (including A2- and AS-levels)
 - QAA Access to HE Diploma courses
 - QCF Level 3 and 4 Certificates and Diplomas
- 11.2. Note that students aged 19-23 may be able to access fully funded provision and will not be required to take out a loan under certain circumstances.
- 11.3. Full details of how to access Advanced Learner Loans and the accompanying bursary are available on the college's website: <https://www.escg.ac.uk/support/finance-information>.
- 11.4. The college aims to set fees in line with the maximum recommended loan value, which includes exam fees. Any exceptions to this must be agreed by the Executive Director Finance.

12. Lifelong Learning Entitlement (LLE)

- 12.1. From January 2027, the Lifelong Learning Entitlement (LLE) will replace the current Higher Education (HE) student finance loans system and the Advanced Student Loans system for Level 4, 5 and 6 qualifications.
- 12.2. Fees will be set on a per credit basis. Tuition fee limits are currently set on an annual basis by the government.
- 12.3. An overview is available on the GOV.UK website: <https://www.gov.uk/government/publications/lifelong-learning-entitlement-lle-overview>
- 12.4. Full details on how to apply will be made available on the college's website from Sep 2026: <https://adult.escg.ac.uk/degree-level/fees/> and <https://www.escg.ac.uk/support/finance-information>

¹ Levels 4-6 will move to Lifelong Learning Entitlement from January 2027.

13. International fees

- 13.1. For international fees please see the college's website:
<https://international.escg.ac.uk/apply/fees/>

14. Payments of fees and instalments

- 14.1. All fees become payable on the completion of an enrolment form either by the student or sponsor, unless the student is entitled to full fee remission. Payment of fees may be made by cash, credit or debit card, direct debit, or cheque. In the case of instalments, direct debit are preferred.
- 14.2. Staged payment agreement templates:

Course duration	Arrangement	Staged payment template
Courses up to 12 weeks	Pay in full at enrolment	No
Courses over 12 weeks, up to 29 weeks	Cost up to £200	50% deposit at enrolment 50% approx. 4 weeks after (1 st of month)
Full year course	Cost between £201 - £500	40% at enrolment 2 monthly instalments of equal value (1 st of month)
Full year course	Cost between £501 - £4,000	20% deposit at enrolment 5 monthly instalments of equal amounts (1 st of month)
Full year course	Cost over £4,000	Deposit at enrolment 7 monthly instalments of equal amounts (1 st of month)
ESOL courses (11 weeks)	N/A	50% deposit at enrolment 50% approx. 4 weeks after (1 st of month)
Micropigmentation course (4 months)	N/A	25% deposit at enrolment 3 monthly instalments of 25% paid by direct debit

The student will need to complete a direct debit mandate to set up their staged payment agreement, following this link: <https://pay.gocardless.com/AL000353W7XBA0>

15. Unpaid fees

- 15.1. The college will use appropriate debt recovery procedures where students breach the terms of their instalment agreement and may exclude such students from the college.
- 15.2. The college reserves the right to refer to a debt collection agency (ACT Credit Management Ltd) in order to recover fees owed.
- 15.3. Students undertaking a two-year programme will not be allowed to progress to the second year of the course where fees relating to the first year remain unpaid, and students who complete a programme of study but have fees outstanding will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared.
- 15.4. Students remain liable for the full fees in the event of withdrawal from a course funded by the Student Loans Company.

16. Fee refunds

- 16.1. Fee refunds or waivers will be approved where the college has cancelled a course (or significantly altered start dates and/or location). Fee refunds or waivers must be approved by the relevant budget holder. Where there is a justified complaint, or in exceptional circumstances, any refund or waiver must be approved by the campus assistant principal and the Executive Director Finance.
- 16.2. There is a cooling off period of 14 days from the start date of the course. If a student wishes to withdraw, they must inform the college in writing or by email within these 14 days. After this period, withdrawals will be in line with section 13.3.
- 16.3. If a student wishes to withdraw from a course and fails to inform the college in writing or by email within the cooling off period, a refund will not be given subject to exceptional circumstances as above and in line with the more detailed information below.
- 16.4. Please note that in any case where it seems that the circumstances are being manipulated in order to gain unfair advantage, the college reserves the right to amend these guidelines.

FE	Fee funded by Advanced Student Loan	<ul style="list-style-type: none"> Withdrawal during term 1 and term 2: Fees are calculated on an equal monthly instalment from the course start date. Students will be liable for fees up to the point of withdrawal, less any payments already received by the college from Student Finance. Withdrawals from term 3: students will be liable for their full fees, less any payments already received by the college from Student Finance. <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>
	Fee not funded by student loan, e.g. by the student or a sponsor	<ul style="list-style-type: none"> Withdrawal during term 1 and term 2: Fees are calculated on an equal monthly instalment from the course start date. Students/sponsor will be liable for fees up to the point of withdrawal. Withdrawals from term 3: students/sponsor will be liable for their full fees.

HE	Fee funded by student loan	<ul style="list-style-type: none"> Withdrawal during term 1: 75% fees credited (as 25% of loan is due to the college) Withdrawal during term 2: 50% fees credited (as 50% of loan is due to the college) Withdrawal during term 3: 100% of loan due to the college <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>
	Fee not funded by student loan, e.g. by the student or a sponsor	<ul style="list-style-type: none"> Withdrawal during term 1: Students liable for 25% of fees Withdrawal during term 2: Students liable for 50% of fees Withdrawal during term 3: Students liable for 100% of fees <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>

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Online learning	There is a cooling off period of 14 calendar days from enrolment, during which a student may withdraw and receive a full refund.	
	Fee funded by Advanced Student Loan	<ul style="list-style-type: none"> Fees are due based on monthly attendance, and these are paid monthly by the Student Loans Company. Refunds are hence not applicable. If a student withdraws more than 8 weeks from the course end date, they will be liable for 50% of the course fees, less any payments already received by the college from Student Finance. Withdrawals which occur 8 weeks or less from the students planned end date, will be liable for 100% of the fees, less any payments already received by the college from Student Finance.
	Courses funded by other methods	<ul style="list-style-type: none"> If a student withdraws more than 8 weeks from the course end date, they will be liable for 50% of the course fees. Withdrawals which occur 8 weeks or less from the students planned end date, will be liable for 100% of the fees.

Apprenticeships (internal & partner)	Student withdraws after 42 days	Full fees are due and will be charged.
	Student moves to another employer after 42 days	Fees are on a pro-rata basis for the first and second employer.

Adult leisure courses	<ul style="list-style-type: none"> The full fee is payable on enrolment. When the student withdraws more than 10 working days before the start date a refund is due. In all other cases the full fee remains due, unless covered by any of the discretionary points above.
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Transfer between courses	During Right Choice period (first 6 weeks of FT programme)	Any course fees paid are transferred to the new course, any excess will be refunded, or shortfall charged.
	After Right Choice period:	
	No fees on course B, but student has already paid fees for course A	Student may be refunded any amount in line with the policies above in respect of course A.
	Fees on course B are less than those on course A, and student has paid course A fees	Course A fees are refunded in line with the above, then the student is charged full fees for B.
Fees due for course A, but as yet unpaid – no fees for course B	The fees for course A remain payable.	

17. Deferrals

- 17.1. Where a student is obliged to withdraw from a course it may be possible to defer fees (if the assistant principal considers this academically appropriate) for up to 12 months. No further deferral will be granted, and the fees will be forfeited after the specified period.
- 17.2. For deferrals the treatment of fees is in line with full withdrawal (see section 13). The main difference being that a deferred student returning within 12 months are only liable for the outstanding balance of the year they deferred.

18. Interpretation of the policy

- 18.1. The college recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 18.2. The Executive Director Finance, with suitable advice, is required to apply the discretion to waive or reduce deposits payable under instalment arrangements having regard to the personal circumstances of individual students. However, waivers and reductions will not be given to students with previous poor payment history.
- 18.3. This policy sets out the minimum tuition fee to be charged for different aspects of the college's curriculum offer. Where appropriate, a higher tuition fee can be charged at the discretion of the college.

Appendix 1: Tuition fees structure 2026-27

Criteria	Tuition fee	Tuition Fee Waiver Available	Other fees (if applicable)				Notes
			Exams/Reg	Materials	Resits	Visits	
16-18 Student Responsive	No	Yes	No	Yes	Yes	Yes	Materials, resits and visits will be charged at cost
Adult Skills Fund – Full Time	Individually costed	Yes	Yes	Yes	Yes	Yes	Fee in line with local competitor, including exam fee
Adult Skills Fund – Part Time	Individually costed	Yes	Yes	Yes	Yes	Yes	Harmonised at 50% of unweighted funded rate – variances agreed subject to market review ensuring Viability
Advanced Student Loans (ALL)	Individually costed	No	Yes	Yes	Yes	Yes	At maximum loanable amount or full cost rate (market review)
Full Cost Recovery (FCR) courses for employers	Individually priced-based costings	No	Yes	Yes	Yes	Yes	Hourly rates and other costs updated annually
Programmes with local schools	Annual rate per student for each day attended	No	No	No	No	No	Schools invoiced termly in advance on agreed numbers
16-18 Apprenticeships	Market rate	No	No	Yes	Yes	Yes	In line with government guidance
19+ Apprenticeships	Market rate	No	Yes	Yes	Yes	Yes	In line with government guidance
Tailored Learning	Individually costed	Yes	N/A	Yes	N/A	Yes	Each programme individually costed to deliver a contribution
Adult Leisure Courses	Individually costed	Yes (capped at 10%)	N/A	Yes	N/A	Yes	Each programme individually costed to deliver a contribution
E-learning	Individually costed	Yes	Yes	Yes	Yes	N/A	Each programme individually costed based on DfE funding rules
Full Time BA, BSc, FdA, FdSc, BEng	£8,250 – starts from 25-26 £7,995 – continuers from 24-25	No	No	Yes	Yes	Yes	Validated by University of East Anglia/ University of Brighton
Part Time BA, BSc, FdA, FdSc, BEng	£4,125 – starts from 25-26 £3,997 – continuers from 24-25	No	No	Yes	Yes	Yes	Validated by University of East Anglia/ University of Brighton
Part Time MA	£4,700 – from 26-27	No	No	Yes	Yes	Yes	Validated by University of East Anglia
Full Time PGCE/Cert Ed	£7,000 – from 25-26	No	No	Yes	Yes	Yes	Validated by University of Brighton
Part Time PGCE/Cert Ed	£3,500 – from 25-26	No	No	Yes	Yes	Yes	Validated by University of Brighton
Full Time HNC/D (internal delivery)	£6,250	No	No	Yes	Yes	Yes	
Part Time HNC/D	£3,125 – from 26-27	No	No	Yes	Yes	Yes	

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Criteria	Tuition fee	Tuition Fee Waiver Available	Other fees (if applicable)				Notes
			Exams/Reg	Materials	Resits	Visits	
Full Time HNC/D partner delivery (SIRM)	£7,500	No	No	Yes	Yes	Yes	
International Full Time 16-19 courses	£9,500 – outside of EU £8,240 inside EU	No	No	Yes	Yes	Yes	Fee based on year of attendance and includes a non-refundable admin fee of £1,000
International FdA and FdSc	£9,500	No	No	Yes	Yes	Yes	Fee based on year of attendance and includes a non-refundable admin fee of £1,000. <i>Students can only study full time.</i>
International Full Degree	£10,000	No	No	Yes	Yes	Yes	